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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT

No.F.36(1)-GA(P&T)/07(P-I) Dated, Agartala, the 22nd January, 2026

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor in consultation with the Tripura Public Service Commission, is pleased to make the following rules regulating the method of recruitment to the post of Lower Division Assistant-cum-Typist of the Tripura Public Service Commission, namely:-

1. Short title commencement:-

(1) These rules may be called "The Lower Division Assistant-cum-Typist, Group-C (Non-Gazetted), Pay level-7 of Tripura Public Service Commission (TPSC) Recruitment Rules, 2026".

(2) These rules shall come into force on and from the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Row-1 of the SCHEDULE enclosed.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **Rows 2 to 4** of the SCHEDULE enclosed at ANNEXURE-I.

4. Method of recruitment, age limit, qualifications, etc.:-

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in Rows **5 to 14** of the said SCHEDULE (ANNEXURE-I).

5. Disqualification:- No person-

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in the writing, and with concurrence of

the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. Repeal and savings:-

(1) The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules and saved.

(2) (i) Notwithstanding the repeal of the Rules referred above, this shall not affect, the previous operation of the Rules so repealed or any right, privilege, obligation or liability acquired, under the Rules so repealed.

(ii) Any appointment made or order issued, action taken or anything whatsoever done, under these rules so repealed, shall be deemed to have been made, issued, taken or done under the corresponding provisions of these rules.

(ii) Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued with necessary competent approvals.

10. These Recruitment Rules shall take prospective effect.

By order and in the name of the Governor

22.01.26

(A. Roy)
Secretary to the
Government of Tripura.

Recruitment Rules for the post of Lower Division Assistant-cum-Typist for the establishment of TPSC.

SCHEDULE

1	Name of post	:	LOWER DIVISION ASSISTANT-CUM-TYPIST, TPSC
2	Number of posts	:	14(fourteen) plus additional post(s) as and when created by the Government.
3	Classification	:	Group-C Non-Gazetted
4	Scale of pay	:	Rs. 21,400/- Cell-1 of Level-7 of the Tripura State Pay Matrix, 2018 or as amended by the Government time to time.
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods	:	(a)10% by promotion failing which by direct recruitment. (b) 90% by direct recruitment. (i) In case of direct recruitment selection will be made as per selection process given at ANNEXURE-A
6	Age limit for direct recruitment	:	18 to 40 years. Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/Ex-servicemen, and Government Employee/ Employee of TPSC Candidates. [Provided that the Government Employee/ Employee of TPSC of SC/ST/PwDs (PH) category shall not get this relaxation over and above the general relaxation of 5 (five) years available to them].
7	Educational and other qualification required for direct recruitment	:	**Essential**: i. Must have passed Higher Secondary (+2) stage examination or equivalent from a recognized Board/University with knowledge of typing in computer with a minimum speed of 40 (forty) words per minute along with basic computer knowledge. ii. Permanent Resident Certificate of Tripura (PRTC) would be required while applying for the post by direct recruitment iii. **Desirable:** Knowledge of Bengali or Kokborok. **N.B:** In case of SC/ST candidate, who do not qualify in the Computer Type Test but figure high in the merit list otherwise will be given further opportunity to pass computer type test within 06(six) months. Accordingly, they will be given

			conditional offer of appointment. They will be appointed only after passing of computer type test. **Exemption for Persons with Disabilities:** Persons with Disabilities who are otherwise qualified to hold clerical post and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	:	Age: No Qualification: Yes, as per Column 7 above
9	Whether selection or non selection post	:	For Direct recruitment:-Selection post. For Promotion:-Non-selection post.
10	Period of probation, if any	:	2 (two) years
11	In case of recruitment by promotion/ transfer on deputation, grades from which promotion/ transfer on deputation is to be made	:	By promotion from the post of Peon (Group-D), he/she must have passed H.S.(+2) stage or equivalent from Board /university with 5(five) years experiences in the grade/ Government service.
12	If DPC exists, what is its composition	:	Group-C DPC
13	Circumstances in which TPSC is to be consulted while making recruitment	:	Not applicable
14	Repeal	:	Existing Recruitment Rules for the post shall stand repealed, replaced by these rules and saved.

22.01.'26

(A. Roy)
Secretary to the
Government of Tripura.

ANNEXURE-A

SYLLABUS AND OTHER CONDITIONS OF SELECTION PROCESS IN CONNECTION WITH THE RECRUITMENT TO THE POST OF LDACT UNDER TPSC SECRETARIAT

The selection process will be held in three successive stages namely (i) Preliminary Examination (MCQ Type) (100 Marks) (ii) Main Examination (200 Marks) and (iii) Type Test using Computer (50 Marks) those who are qualified in the Main Examination. A number of candidates, maximum 5 (five) times of total posts (category wise) will be selected merit wise on the basis of the result of the Preliminary Examination, subject to securing minimum qualifying marks as fixed by the Commission. These selected candidates will be allowed to appear in the Main Examination.

a. It is also mentioned here that candidate(s) scoring marks equal to that of the last qualified candidate in the Preliminary Examination shall also be called for next stage of the recruitment process.

b. The candidate who will be found qualified in the Preliminary Examination will be called to appear in the Main Examination.

c. The candidates who will be found qualified in the Main Examination will be called to appear in the Computer Type Test. In case of SC/ST candidate, who do not qualify in the Computer Type Test but figure high in the merit list otherwise will be given further opportunity to pass computer type test within 06(six) months. Accordingly, they will be given conditional offer of appointment. They will be appointed only after passing of computer type test.

d. In the list of Recommendation, merit position of candidates securing equal marks will be finalized as per their seniority of age.
The same procedure is to be followed for preparing waiting list, if there be any.
Further provided that in the list of recommendation, merit position of candidates securing equal marks in aggregate and also of the same age will be decided on the basis of percentage of marks obtained in the minimum educational qualification prescribed in Recruitment Rules/Service Rules.

e. Ranks of the candidates are not prepared for the candidates beyond the recommendation list and waiting list (if there be any).

FINAL SELECTION:

The final selection will be made in order of merit on the basis of the marks obtained by a candidate in aggregate adding the marks obtained in the Type Test using computer and Main Examination. If a candidate remains absent in Main Examination his/her candidature will not be considered for final selection.

C. SYLLABUS OF PRELIMINARY EXAMINATION:

Part	**Syllabus**	Full Marks	Total Marks	Time
I English	Use of appropriate Preposition and Article, Synonyms and Antonyms, Use of common phrase and Idioms, Comprehension, ordering of words in a Sentence, Spotting of Errors etc.	50	100	2 hours
II General Studies	General Knowledge with special reference to Tripura & North Eastern Region, Current Affairs of Local, National and International Importance, Numerical Ability, Mental Ability etc.	50		

D. SYLLABUS OF MAIN EXAMINATION:

Subject	Syllabus	Full Marks	Time
English	Report Writing or Essay, Translation into English from Bengali, Summary/Précis Writing.	40 (Descriptive Type/Conventional Exam.)	2 hours
	Use of appropriate preposition and Articles, Correction of Sentences, Use of Common Phrases, Synonyms & Antonyms.	60 (OMR based MCQ Type)	
General Knowledge & Current Affairs	(i) Matters of Common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary Knowledge of Indian History and Indian Geography.	100 (OMR based MCQ Type)	2 hours

The standard of question will be of Higher Secondary (+2 stage) examination.

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(A. Roy)
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